

## eDesk QUICK START GUIDE

## Purchase Points Rewards & Groups, Meetings & Events

(formerly go meet) in eDesk

This Quick Start Guide outlines how Owners and General Managers can use the **Purchase Points Rewards (PPR)** and Groups, Meetings & Events (**MEET**) programs to award Wyndham Rewards points to members.

> Important: Access to PPR and Groups, Meetings & Events functionality is limited to Site Principals, Entity Principals and General Managers / Assistant General Managers.

- 1. Navigate to a member's Member Account
- 2. Click + add bonus (located in the upper right of the Member Account screen)

Member Account			+ add bonus + post stay
Lynn With Acc	# 500105047G Tier: Blue Member for 0d		
Profile			
* Personal Information		+ Tier/Point Summary	
	Name Lynn With	Tier Qualifiers 0 Nights	
* Address			
	Home 8 Grove Road Orange, NJ 00990 US		

- 3. Complete the fields in the Add Bonus screen as follows:
  - a. **Type**: Select **Point Purchase Bonus** from the drop-down menu; the **Bonus** field will populate.
  - b. Bonus:
    - i. Enter **PPR** for Purchase Points Rewards categories to display;
    - or
      - ii. Enter **MEET** for Groups, Meetings & Events categories to display.

Important: Only select PPR or MEET when awarding points using the

Add Bonus screen.

c. Select the appropriate **PPR** or **Meet** category; the **Amount** field will populate.

* Type Point Purchase * Bonus PPR * Comment Purchase I	e Bonus		* Type * Bonus	Point Purchase Bonus v Meet	
*Bonus PPR *Comment Purchase F	Points - Customer Service (PPR-CS)		*Bonus	Meet	
* Comment Purchase F	Points - Customer Service (PPR-CS)	A			
Purchase f Purchase f Purchase f Purchase f	Contes - Employee Incentive (PPR-EM) Points - Enrollment Incentive (PPR-ENI) Points - Guest Loyalty (PPR-GL) Points - Medallia Survey (PPR-MED) Points - Other (PPR-OTH)	- <i>h</i>	* Comment	Association Event (MEET-ASSO) Organize Event (MEET-CORP) Ormar Event (MEET-ORP) SMERFE Event (MEET-SMERF) Special Catering Event (MEET-SOCIAL) Sports Event (MEET-SPORTS)	

- d. **Amount**: Enter the number of points to award the member.
- e. **Property Code**: Enter hotel's five-digit site number.
- f. **Comment**: Enter a reason for awarding the points.
- g. Click Save Bonus.

Add Bonus		×
* Туре	Point Purchase Bonus 🗸	
*Bonus	Purchase Points - Employee Incentive (PPR-EMI)	
*Amount	1000 Loyalty	
* Property Code	type to select	
* Comment	Monthly enrollment winner	
		//
	Save Bonus Will create a call log	

**Important**: All sales are final. Cost: US\$0.005/point.